

TOWN OF BASIN

Regular Council Meeting – Minutes

Thursday, September 14, 2023

Town Hall at 7:00 PM

Call to Order Regular Session

Pledge of Allegiance

A Regular Meeting of the Town of Basin Council was held at Town Hall in Basin, Wyoming on Thursday, September 14, 2023 at 7:00 PM. The meeting was called to order at 7:00 PM.

Council Members Present: CJ Duncan, Brent Godfrey, Stuart DesRosier, Carl Olson, and Chuck Hopkin.

Also present were Clerk/Treasurer Deaun Tigner, Foreman Mike Dellos, Chief McClure, Bill Dahlke, Kent Richins, Jesse Frisbee, Brice George, Roger Brewer, and Lee Allen.

Public Comment: Brice George wanted to discuss with the council permission to fire artillery shell fireworks at home football games. This discussion was moved to the consent agenda later in the meeting.

Department Summary Reports:

Public Works: Foreman Mike Dellos stated they got chips off the roads that were chip-sealed so they have plenty to go around if there are places that need them. He stated the crew has been staying busy. Mike has been getting bids for the crossing just below the water plant and they still need bids to come in. Mayor Duncan asked what the schedule was for cleaning the boat dock bathrooms. Mike said he didn't have a schedule, but he will make sure it gets taken care of. Mayor Duncan also said they had people email him concerning the weeds on the walking path, Mike said they got a new blade and that might help. Mayor Duncan said the first letter he got was early in the year and the second was later.

Electric Department: Foreman Bill Dahlke stated he met with MEAN this last month. He said while they were he they looked at the two substations and discussed being able to tie them together. Bill is supposed to be getting a cost comparison and how much the town would save to take the sub out on the south substation. The transformers that are sitting down at the south substation can be utilized as backups for the north substation, it would just be a matter of moving them. They did get a load of poles in so they will be starting to change out poles. He also met with Ferguson about the electric meters so they can start ordering those. Councilman Hopkin asked if it was in his budget and Bill said that they were ordering meters to use as they went along. MEAN did state they were really impressed with clearing the trees out of the lines.

Administration: Clerk Tigner reported that in the last month the auditors here, publishing the annual salaries, the F-32/proof of cash for the Rec District, working on the F-66 for the town, and completing follow up paperwork for some grants. Councilman Hopkin asked if we had anyone in charge of the building and was told no. Mayor Duncan stated that Councilman Hopkin could be over the town hall building if he would like to be, which he agreed to do.

Municipal Court: Clerk Tigner read the court DSR.

Police Department: Chief McClure said he has not heard anything from the upfit company in Salt Lake. He has been working on how to get decals for the new truck. He said the calls are starting to drop off and the traffic flow has been starting to drop, so they are going to resume working on their policy as well as cleaning on their evidence locker. He congratulated Officer VanderPloeg on successfully investigating and receiving a conviction. Mayor Duncan asked if the pickup was in Salt Lake. Chief McClure said yes, but that he is backlogged with vehicles coming in due to COVID.

Legal Council: Town Attorney Kent Richins said the only thing he would like to bring up is the Locators LLC agreement. He stated the particular contract covers anything they would own underground on all utilities; however, it would be only for just electric, provides a service agreement for 3 years, but in talking to Bill Dahlke he would like to go with one year because in one year we should be able to do this ourselves. Kent said the price for a locate, if it is just a general locate during business hours, is \$39.50, after hours \$72.50, emergency is \$95 an hour. Bill said they were fine with a year and the reason they wanted it was that our crews were not specifically trained on the locators we currently have and the liability would be bigger until our crew was trained. It would only be used for locating underground.

Engineer Summary Report: Town Engineer Jesse Frisbee said Mike Dellos pointed out last Friday there is a leak on North 8th Street at the very last trailer that just got turned on and started leaking on the backside of the meter. Copper Creek did fix it.

Committees/Commissions/Departments;

Planning & Zoning: Building Permit/Variance: Roger Brewer stated he is at the meeting because of the variance that he applied for because of putting the fence out too far on his property and on town property. He said when he put the fence up he just put the fence up. After talking with Councilman Olson he moved the fence back. He said it was stupidity on his part and it is back where it belongs. Mr. Brewer is asking that the variance he applied for be rescinded. He was told that the \$300 was nonrefundable. Mayor Duncan stated that if he had filed his building permit in a timely manner it would have saved him a lot of headache as Foreman Dellos would have told him he would not be able to put the fence where he did. As Mike was on vacation, he did not get to it sooner to tell him. Councilman Olson asked if Mr. Brewer moved the south fence in too and was told no. Councilman Godfrey asked if he paid for the variance and could Mr. Brewer use the variance for the south end. Mr. Brewer said he would not be willing to use the variance for that. Mayor Duncan said the Council has not voted on the variance. Roger Brewer requested to rescind his variance and have the Town pay his money back. The council agreed this was acceptable.

Recreation District: Mayor Duncan stated that Casey started working on Trunk or Treat and he has got some things that are in the works. The lawnmower died this morning and he does not know what happened to it. Mike said one of the arms broke and that he will order a piece for it and see if they can get it coming. Mike was told to make sure the rec pays for those parts.

Activities Committee: Mayor Duncan stated that the Activity Committee should start meeting. It was decided the first meeting would be on October 4th at 6:30 p.m. He also stated that the Activity Committee is always looking for volunteers. Mayor Duncan will call and see if MauRena Scott would like to be involved.

Building Permits: Councilman Godfrey made a motion to approve the building permit for Gladys Perry at 610 West F Street for a garage, Councilman DesRosier seconded, and the motion passed unanimously.

Chicken Permits: None at this time.

Executive Session: None at this time.

Public Comment: None at this time.

Approve Consent Agenda/Additions/Deletions:

Councilman Olson made a motion to add fireworks to the agenda as well as move Lee Allen to around employee payout, Councilman Hopkin seconded, and the motion passed unanimously.

Conduct of Business:

Councilman Desrosier made a motion to have fireworks allowed at home football games, Councilman Godfrey seconded, and the motion passed unanimously. Councilman Olson asked about the wind and if it would come down on someone's house. Councilman DesRosier said there could be a small concern, but it should be safe.

Councilman Hopkin made a motion to approve the minutes from the previous two meetings, August 10, 2023 and August 24, 2023, Councilman DesRosier seconded, and the motion passed unanimously.

Councilman Olson made a motion to accept the vouchers \$315,570.30 and payroll \$64,325.24, Councilman Hopkin seconded, and the motion passed unanimously.

24-Hour Alcoholic Beverage Sales Permit: Chief McClure stated he had no concerns. Councilman Godfrey made a motion to allow the permit at the Arts Center, Councilman DesRosier seconded, and the motion passed unanimously. Councilman Olson wanted to be sure that it was not for sale, but only for their party. He was told yes.

Town Hall:

1. Old Town Hall lease agreement offer: Town Attorney Kent Richins drafted a letter addressing possible lease provisions for the old town hall building, but has not sent it. He said his typical lease agreement would have more to it like insurance and indemnification. Mayor Duncan said this gets the ball rolling and Kent Richins stated that he will mail the letter off the next day.
2. New town hall parking lot/ADA parking: Mayor Duncan stated that the sidewalk, ramp, etc. needed to be modified. According to Councilman Olson, we must paint handicapped parking spaces and patch the hole. Mike was asked by Mayor Duncan if we had any cold mix that would be worthwhile to reheat and compact. Mike stated that they had a small amount, which may or may not be sufficient. Chief McClure stated that the Council had requested that he order parallel parking signs, and he wished to clarify that he lacked a budget for signs. Mike stated that he would place an order for two blue handicapped signs and three or four parallel parking signs. The parking lot area, as per Mayor Duncan, requires further discussion. Councilman Olson suggested that we take the plan as a suggestion, build a gravel driveway for now, and let them come in and place the parking spots, but that the majority of the parking should remain on the street, with just a handicap-only driveway to bring them closer to the front door without spending a lot of money. Mayor Duncan said the school was not interested in this becoming a street. Councilman Hopkin believed that we could erect a barrier to prevent their entry from the south side. There was also a brief discussion about the water coming downhill from the school and sitting at the town hall's foundation. Jesse was requested by Mayor Duncan to come up with a plan for repairing the curb and gutter, with the possibility that the school would contribute a portion of the funds.

Sewer Project: Jesse stated the warranty work is complete so he would recommend that we release the 25k retainage for Wilson Bros. He also stated the one year warranty for the six patches they just did will restart. Councilman Olson made a motion to release the retainage to Wilson Bros, Councilman DesRosier seconded, and the motion passed unanimously. Councilman Hopkin asked Jesse about what was going on with the extra ponds. Jesse stated they are still collecting data. Bruce Perryman would like to collect data through the canal season and start in October for the phase design. The council thought they would have stuff ready to design and ready to bid. Jesse did agree that it would be quicker and faster, but that AVI also might have led the Council on as far as when it would happen. Jesse thought by spring they

would be into construction. He said he did not see it being that much further out. Councilman Hopkin asked how many more parts of the project they had and Jesse responded with just phase 2. Jesse said in October they would put together a proposal for design, phase work, engineering work, getting the data, etc.

Weeds in Town: Mayor Duncan stated there were a couple of complaints on weeds that had been received. Councilman Godfrey asked why the Police Department were not getting the complaints. Councilman Hopkin stated that he has been asked by a bunch of people about the weeds and has received calls as well. Chief McClure asked why the complaints are not being brought directly to him. He is requesting that the chain of command go directly to him and allow him the respect to handle them. Councilman Olson stated that he agreed with Chief McClure and that it should be going to him.

GIS Presentation – Midwest Maps: Lee Allen discussed GIS and mapping with the Council and stated they could also do lead and copper surveys. Mike thought that for the price it would be beneficial. He does raw water, sewer, water, hydrants, street valves, etc. Councilman Hopkin made a motion to go forward with GIS through Midwest Maps, Councilman DesRosier seconded, and the motion passed unanimously.

Dump Station: Councilman Hopkin has received phone calls about if there is a dump station in town. He said someone had told him there was one by the Overland. He also asked if the town was going to put a dump station in. Mayor Duncan said it was discussed 4-5 years ago and they never did make a decision.

Employee Pay Out: Mayor Duncan and the Council were provided with the most recent approved Official Employee Policy & Procedures Handbook.

Open Burn: The Council approved having a fall open burn for the days from September 25th – October 13, 2023. Clerk Tigner will fill out the paperwork and submit to DEQ.

Budget amendment 09.14.2023: Councilman Godfrey made a motion to approve the budget amendment, Councilman DesRosier seconded, and the motion passed unanimously.

Executive Session: Councilman DesRosier made a motion to go into executive session at 8:55 p.m. for personnel and contraction negotiation, Councilman Olson seconded, and the motion passed unanimously.

Councilman Olson came out of executive session at 9:38 p.m., and go into regular session, Councilman Desrosier seconded, and the motion passed unanimously.

Councilman Olson made a motion to rewrite the contract for The Locators, LLC, and limit the contract for one year, Councilman Hopkin seconded, and the motion passed unanimously.

Councilman DesRosier made a motion for the town not to pay for breakroom items in the future when it is not for the public, Councilman Hopkin seconded, and the motion passed unanimously.

There being nothing further to discuss, the meeting was adjourned at 9:45 p.m.

Town of Basin Mayor/CJ Duncan

Deaun Tigner – Town Clerk